

CHARTER

WESTERN STATE FIRE MANAGERS

Last revised in April 1997

PREAMBLE: The western States see the need to focus a unified state perspective on wildfire management to promote effective rural fire protection and to stimulate and improve efficiency in the protection and management of State and private wildlands in the western United States.

NAME: To this end, the Council of Western State Foresters established a working group known as the Western State Fire Managers.

PURPOSE: The purpose of the Western State Fire Managers shall be:

1. To serve as a specialist staff group for the Council of Western State Foresters to collect information, to provide detailed analysis, and to make recommendations on fire issues.
2. To aid in merging regional viewpoints, focusing attention, and reaching consensus on recommending a Western approach on fire issues for the Council of Western State Foresters.
3. To serve as a sounding Board for the Western State Foresters on fire related issues concerning National Wildfire Coordination Group (NWCG), National Association of State Foresters (NASF) Committees, Federal agencies, etc.
4. To provide a western state perspective on needs for fire equipment development and fire research.
5. To provide opportunity for increased interaction and effectiveness among Western Fire Managers.
6. Offer recommendations to the Council of Western State Foresters concerning western State representation on NWCG working teams.
7. Provide a forum for other fire related organizations to disseminate fire information and ideas to the western state forestry organizations.

MEMBERSHIP: The membership of the Western State Fire Managers shall consist of:

The State Forester's Fire Manager (or equivalent) of each state within the Western Region of the National Association of State Foresters and the Pacific Territories and Commonwealth. The Fire Manager (or equivalent) of each of the 17 Western States and Pacific Territories and Commonwealth is a voting member.

OFFICERS: The officers of the Western State Fire Managers shall consist of:

1. Section Representative - A section representative shall be elected by a majority vote of each section's members for a term of three years.
Section 1 Members are Alaska, Hawaii, California, Nevada, Oregon, Washington and the Pacific Territories and Commonwealth.
Section 2 Members are Arizona, New Mexico, Utah, Idaho, and Montana.
Section 3 Members are Colorado, Kansas, Wyoming, Nebraska, North Dakota, and South Dakota.
2. Secretary-Treasurer - A Secretary-Treasurer shall be elected by a majority vote of the members present at the annual meeting. The Secretary-Treasurer will serve for a three-year period, after which the duty will rotate by election to another section.
3. Vice-Chairman - The Vice-Chairman shall be elected by a majority vote of the members present at the group's meeting. The term of office shall be two years.
4. Chairman - The Chairman shall be elected by a majority vote of members present at the group's meeting. The term of office shall be two years.

In the event the chain of normal succession or a term of office is interrupted, a special election will be held to fill the vacancy.

The Chairman shall be responsible for developing and continuing the group's activities during the term of office and for organizing the membership toward meeting stated objectives. The Chairman shall preside at meetings of the group, serve as chairman of the executive committee, appoint any standing or special committees as authorized, and perform all other duties commonly incident to such office.

The Vice-Chairman, in the absence of the Chairman, shall preside at group meetings and act for and assist the Chairman in conducting group affairs as may be requested by the Chairman. The Vice-Chairman shall be Chairman of the Program Committee for the group's main work meeting.

The Secretary-Treasurer shall keep the minutes of the group; conduct its correspondence; announce its meetings; act as custodian of its records, and perform other duties assigned by the Chairman or Executive Committee. The Secretary-Treasurer will receive and distribute all monies on behalf of the group. The Secretary-Treasurer will prepare and present a written report of the group's activities, an income and expense statement for operating, and a balance sheet at the group's meetings.

The section representatives shall perform such duties as shall be assigned to them by the Chairman or Executive Committee and shall function as the persons through whom any member may bring before the Executive Committee any matter which can be most appropriately presented by someone who does not hold office.

The officers of the Western State Fire Managers shall have the authority to act for the group and to handle all matters requiring attention between meetings. In addition, the officers shall provide representation for any Regional Executive Boards of the Council of Western State Foresters. Officers shall take office on October 1, following the election.

EXECUTIVE COMMITTEE: The Executive Committee shall consist of:

1. Chairman
2. Vice-Chairman
3. Secretary-Treasurer
4. One member from the Council of Western State Foresters as appointed by this group.
5. Past Chairman

The duties of the Executive Committee include:

1. Making recommendations to the host State on agenda items for consideration at meetings of the Western State Fire Managers.
2. Provide liaison with the State fire organizations in each area.
3. Liaison or coordination with other similar State fire supervisory organizations.
4. Special meetings may be held, if deemed appropriate, by the Executive Committee to meet the pressing needs of the Council of Western State Foresters.
5. The Executive Committee shall manage the affairs of the group and shall have full power to control and regulate all matters not provided for in the charter, by laws, or standing rules. It shall control the funds of the group and select the dates and location of meetings.
6. Special committees may be appointed by the Executive Committee as they deem necessary for specific tasks. Members of the committees shall serve at the pleasure of the Executive Committee and their terms otherwise shall expire upon completion of the assigned task.

MEETINGS: The Western State Fire Managers shall meet at a frequency determined by the needs of the Western State Foresters. The meetings will be held in conjunction with existing other fire related meetings whenever possible. Whenever practical, the meetings will rotate between the areas of the Western States. The host State will be selected by the executive committee if the group will not be meeting in conjunction with the State Foresters.

VOTING: Each member shall have one vote. One-third of the membership shall constitute a quorum at any meeting.

BY-LAWS: The Western State Fire Managers may adopt or amend a set of By-Laws at any of the group's meetings upon affirmative vote by a two-thirds majority of the quorum present at the meeting.

CHANGES TO THE CHARTER: The Western State Fire Managers shall make changes to the charter in the following manner:

1. A proposed change shall be submitted in writing to the Chairman prior to the next meeting. It will be presented to the voting members at the meeting for open discussion and amendment. The Secretary-Treasurer shall disseminate the proposed change to each State and the Council of Western State Foresters for review at least 60 days prior to the next meeting of the Council of Western State Foresters.

2. To be approved proposed changes must receive an affirmative two-thirds vote of the quorum present at the next meeting of the Council of Western State Foresters.

3. Approved changes shall take effect immediately. The Secretary-Treasurer of the Western State Fire Managers will disseminate charter changes within 30 days after their approval or disapproval.

HISTORY

1. *Adopted June 15, 1987*

2. *Amended June 18, 1988 - Moved Nevada from Section 2 to Section 1 and changed the quorum from 10 to "one-third of the membership shall constitute a quorum at any meeting."*

3. *Amended May 24, 1989 - Removed reference to "he/she," several duplications, reference to first meeting, and set the term for the Vice-Chair and revised role.*

4. *Amended May 1995 - Adding the Pacific Territories and Commonwealth to the membership of the Western State Fire Managers.*

5. *Amended April 1997 - Changed to time the new officers take office to October 1, following the election; added the Past Chairman to the Executive Committee.*